

Flexible Deadlines Agreement Procedure

- Flexible deadlines are a safety net for students to help in cases of chronic illnesses, mental exhaustion caused by a disability (e.g. concussion), physical exhaustion caused by a disability, use of adaptive technology, and, in some cases, students with executive function impairments. Students should strive to work ahead as often as possible to avoid needing long extensions since an extension for an assignment may put them behind in another class.
- Professors will be notified of the accommodation via e-mail from the Office of Student Accessibility Services (SAS). The e-mail will include this agreement form as an attachment.
- If desired, the professor will notify the student that they would like to complete an agreement as a part of their accommodation. The student then schedules an appointment with the professor to discuss and complete the agreement.
 - The agreement must be signed by both parties. Both should retain copies, and the student must provide a signed copy to the SAS Office.
 - It is recommended that the student and professor start their discussion by reviewing the syllabus together, paying particular attention to assignment deadline policies and learning objectives.
 - **Note:** *if a professor requires a Flexible Agreement and the student does not schedule a meeting, this accommodation is not recognized and faculty members are not bound to give flexible assignment considerations.*
- Students are still required to notify faculty of their need for flexible deadlines during the semester as the need arises. Professors may request that students provide what work is completed when requesting to use this accommodation.
- If an agreement cannot be reached, please contact the SAS office for consultation. Factors that will be considered include:
 - What does the class description and syllabus say about assignment deadlines or late work?
 - How is the final class grade calculated? To what extent are assignments factored into the final grade? Are there any alternative grading schemes for assignments (i.e. one assignment grade may be dropped, etc.)?
 - Are assignment deadline policies consistently applied? (i.e. Have any exceptions made to the policy for non-disabled students, such as for athletic travel or religious observances?)
 - What is the purpose of the assignment? Is it necessary to have it completed before an exam? Before a discussion?
 - Is the material being learned in the class sequential? Does each week's material build on the material learned in the previous week(s)? (This may shorten the window of time in which an extension can reasonably be granted.)
 - Are assignments used as class content when they are due? Are students required to actively participate in class discussions/activities based on the assignment? (e.g. problem sets reviewed as the first lecture on that content)
 - Are answer sets released that would impact a student's ability to request an extension? If so, how important is the timeliness of providing the answer sets to student learning and course sequencing?
 - Are there other lab or class sections the student could attend to catch up on missed material?
 - Does the assignment involve teamwork? Would failure to complete the assignment on time compromise the educational experience of other students in the class?

Flexible Deadline Agreement Terms

Student Name: _____

Term: _____

Professor's Name: _____

Course: _____

Use as many spaces as needed for the types of assignments.

Type(s) of Assignment:

Daily Homework Discussion Fourm (online) Class Presentation Project
 Response/Reaction Paper Research Paper Other: _____

Additional Identifying information as needed (title, number, etc): _____

Amount of flexibility (number of days past due date): _____

Type(s) of Assignment:

Daily Homework Discussion Fourm (online) Class Presentation Project
 Response/Reaction Paper Research Paper Other: _____

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Procedure for flexible deadline notification (e-mail, comment in Moodle on assignment, etc.):

Procedure for turning in assignments (via Moodle, professor mailbox, e-mail, etc.):

Procedure for notification of professor:

Student Signature: _____

Professor Signature: _____

Date: _____